



RECORDS RETENTION AND DISPOSITION SCHEDULE

Motor Vehicles, Bureau of. (agencywide)

Agency: Motor Vehicles, Bureau of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2016-06	BUREAU OF MOTOR VEHICLES LITIGATION FILES This is an exception to GRLEG-1 on the state's General Retention Schedule, due to storage needs. Records may include written notice of pending or threatened litigation, records of meetings, court sessions and administrative hearings, related correspondence from agency counsel, administration, and other affected parties, and an extensive variety of supporting documentation, including fiscal and planning records. Disclosure of these records may be subject to IC 5-14-3-4(a) (1, 3, 9, and 12) and IC 5-14-3-4(b) (2, 6 and 8). Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a).	TRANSFER to the RECORDS CENTER after final adjudication of any litigation or administrative hearing. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after an additional five (5) calendar years.